

Indiana Department of Education



Center for School Improvement and Performance
Office of Program Development
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ALTERNATIVE SCHEDULING NON-STANDARD WAIVER REQUEST FORM

SECTION I - APPLICANT CORPORATION IDENTIFICATION		
1. School Corporation Name	2. Corporation #	
3. School Building Name	4. School #	
5. Building Principal	6. Telephone #	
7. Street Address	8. City	9. Zip Code
10. E-Mail	11. Fax #	

SECTION II - TYPE OF APPLICATION	
1. CHECK ONE <input type="checkbox"/> (A) Initial Request <input type="checkbox"/> (B) Extension of an Approved Waiver <input type="checkbox"/> (C) Amendment to an Approved Waiver	
2. If an Extension (B) or Amendment (C), Give Date of Last Approval	3. If an Amendment (C), Indicate the kind(s) of Change(s) <input type="checkbox"/> (a) Additional Waivers(s) Requested <input type="checkbox"/> (b) Additional Schools Included <input type="checkbox"/> (c) Course or Program Changes

SECTION III - PROGRAM INFORMATION

Attach Information for the following:

1. Specify the benefits of the alternative schedule (e.g. improved student learning, attitudes, changes in instructional strategies, environmental changes, etc) and any other information the corporation deems important to the process.
2. Title of the alternative schedule (e.g. Block 8, Block 4, Trimester)
3. Grade levels to be included and number of students to be served.
4. Number of minutes per class period
5. Average minutes per week for each class
Attach a copy of the schedule that shows a minimum of 85 minutes per class period for a block schedule or a minimum of 70 minutes per class period for a trimester schedule. These time minimums **do not include passing time.*
6. Explain how the Student Resource Time, or a similar situation, is used for academic/instructional purposes.
7. Explain how the schedule incorporates the time frames and travel arrangements needed for vocational education. **Include a letter from the area vocational director indicating that he/she is aware of the potential change and has participated in its development.*
8. Describe the planning process. Include the extent of community, staff, and student involvement.
9. Explain staff development strategies to prepare staff in implementing the new scheduling process. (e.g. use varied instructional techniques to enhance learning in a longer time span).
10. List schools visited as the alternative schedule process was explored, and list the types of groups involved in the visits. (e.g. board members, students, teachers, parents, community members, etc.)
11. Explain how students, parents, board members, staff, and community members were involved in the planning process and how long the planning process has been in effect.
12. Describe the evaluation plan and how the effectiveness of the program will be evaluated. Include the following effects on student outcomes:
 - Change in instructional strategies
 - Evaluation of student progress, e.g. SAT, ISTEP+, other norm referenced or criterion referenced scores, performance based, informal type assessments, portfolios, etc.
 - Attendance rates—students and teachers
 - Discipline referrals
 - Expulsion rates
 - Drop out rates
 - Average GPA by class
 - Other – as determined by the school corporation

This data should be a part of the annual report to the Department of Education and the local Board of School Trustees.

Guidelines for the Formulation of the Evaluation Plan

- *Identify area(s) of the program that are going to be evaluated.*
- *State the key characteristics of the program that are considered the most important.*
- *Formulate and write specific evaluation questions.*
- *Anticipate the possible outcomes and decisions that may result from the evaluation.*
- *State how information will be collected to answer the evaluation questions.*
- *Identify the information sources that will answer the evaluation questions.*
- *Select instruments that will give the information needed.*
- *Plan how the information will be collected.*
- *State how the information will be used after it is collected.*
- *State how the information will be summarized.*
- *State how the information will be presented to those who want it or need it.*

Adapted from handbook: Evaluating Program Implementation, Northwest Regional Educational Laboratory, Portland, Oregon.

SECTION IV - RULE WAIVER (S) REQUESTED

Give Code Section Number, Section Title, and Brief Description of Planned Variance for Each Waiver Requested
(See instructions) *Add an extra sheet if needed.*

Waiver is requested through School Years 20____ through 20____ (Limit: 3 Years)

(A) (1) Code Section # _____ (2) Section Title _____

(3) Variance Requested:

(B) (1) Code Section # _____ (2) Section Title _____

(3) Variance Requested:

☐ Check if a List of Additional Waiver Requests is Attached

SECTION VI - AUTHORIZATION

(1) Attach documentation (*School Board minutes*) of the governing body's authorization to seek the requested waiver(s) of State Board of Education Rules.

(2) (A) Superintendent's Name

(B) Application Date

(C) Superintendent's Signature

(D) Telephone Number

IDOE USE ONLY:

INSTRUCTIONS

Course and Curriculum Programs 511 IAC 6-8-1

General Instructions

A separate waiver request form shall be used for each non-standard course (a systemized unit of study of a specific body of knowledge or set of skills similar to those courses identified by course titles in 511 IAC 6.1-5.1 and usually of one school year or less in duration) or curriculum program (a systemized program of study of greater scope or duration than a course) planned. A new request shall be submitted each time a previously approved non-standard curriculum waiver is to be amended or extended beyond the approval period.

Submit **two (2) copies** (one being an original) of each waiver request form.

Initial waiver requests should be submitted five (5) months prior to the planned implementation date. Waivers which involve a major modification in operation of a school, or school corporations, should be submitted eight (8) months prior to planned implementation. Request for amendments to, or extensions of, a previously approved waiver should be submitted three (3) months prior to the planned implementation.

Requests for an extension of a previously approved waiver shall be accompanied by the evaluation report of the expiring waiver period.

Waiver Request Forms are to be completed as described below.

SECTION I- APPLICANT CORPORATION IDENTIFICATION

Item 2 - The school corporation number can be found in the Indiana School Directory or by checking with the school corporation's business manager.

Items 6 through 11 - Enter the name, title, address, phone and telefax numbers, etc. of the person in the school corporation who is most familiar with the planned program and most capable of answering technical questions during the state review.

SECTION II -TYPE OF APPLICATION

Item 1 - Check "(A) Initial Request" if the proposed non-standard course or curriculum program has not been previously approved. Check "(B) Extension of an Approved Waiver" if a waiver for the course or program has been previously approved, the approval period is expiring, and your school corporation wishes to continue the program. Check "(C) Amendment to an Approved Waiver" if a waiver for the course or program is currently approved but a change is planned that goes beyond the scope of the initial request.

Item 2 - If "B" or "C" was checked in item "1", give the date of the last state approval.

Item 3 - If "C" was checked in item "1", describe the kind of changes planned. If 3 "A" or "C" are checked, complete all appropriate sections of the application. If 3 "B" is checked, complete Section III (1) & (2) and go directly to Section VI.

SECTION III - PROGRAM INFORMATION

Instructions are included on the waiver form

SECTION IV - RULE WAIVER REQUESTED

A waiver should be requested for each section of the State Board of education rules with which the proposed course or curriculum will be in non-compliance. Describe each by Code section Number, Section Title, and a brief description of how the course or curriculum will not comply with the rule. Some examples of rule waivers are:

- (A) (1) CODE SECTION #: 511 IAC 6.1-5.1-3
 (B) SECTION TITLE: Social Studies Courses
 (C) VARIANCE REQUESTED: Offer a two semester course titled "Local Government processes."

- (B) (1) CODE SECTION #: 511 IAC 6.1-1-2
 (B) SECTION TITLE: Credit Definition
 (C) VARIANCE REQUESTED: Grant credit on the basis of student mastery of course objectives rather than time in class.

- (C) (1) CODE SECTION #: 511 IAC 6.1-6-1
 (2) SECTION TITLE: Teacher Certification
 (3) VARIANCE REQUESTED: A Math teacher will be teaching Computer Programming.

**For teachers teaching out of the certified area, the teacher's license, transcripts, resume, a rationale as to why that particular teacher was chosen, and the name of an advisor in the subject being taught (usually a dept. head) must be attached to the application.*

SECTION V - AUTHORIZATION

For any application to be reviewed, it shall include: (a) documentation of the local governing body's authorization (School Board minutes) to request the waiver; and (b) the superintendent's signature.